

Choices[®]

PLANNER CT



QUICK REFERENCE GUIDE 2009/2010

This Quick Reference Guide is designed to help you begin using Choices Planner for Career Transitions quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.

Steps to Get Started

Career Counselors and Post-Secondary Educators

1. Go to **www.bridges.com/ct** and **Sign In** to the Counselors and Educators section.
2. Click **Create a new professional account** and enter the required information, including your Site ID, Password and the Professional Account Access Key found in your Welcome Letter.
3. Your professional account will give you access to Choices Planner CT's Professional tools. Select **Choices Planner** or **Professional Tools** from the Your Tools box.

When signed in to your professional account, all your work will be automatically saved.

Adults in Career Transition

1. Go to **www.bridges.com/ct** and click **Create a new portfolio** in the Sign In section.
2. Enter your required information, including your Site ID and Password.
3. Select **Choices Planner** from the Your Tools box.

Whenever you work within your portfolio, all work and assessment results will be automatically saved.

Jump In Without a Portfolio

1. Go to **www.bridges.com/ct**
2. Click the Site ID tab and enter your Site ID and Password.
3. Select **Choices Planner** from the Your Tools box.
4. Jump in and start planning right away.

Review your Professional Tools for Implementation and Integration Ideas

Your professional account provides you with access to Choices Planner's Professional Tools.

Reviewer – Review individual portfolios, send reminders and manage portfolios.

Reporter – Create reports on site usage, planning outcomes and assessment results.

Tracker – Access real-time activity tracking and manage what you have already reviewed.

Resource Library – Get the most out of Choices Planner with lesson plans, case studies and white papers.

Site Administration – (Administrator accounts only.) Change the site password, create professional accounts or upgrade portfolios to professional accounts.



Administrator Access

To further increase security and control of course plans, passwords, and Professional Account access, Bridges has launched an optional account upgrade – Administrator privileges.

The **Administrator Code** is available by contacting Bridges' Customer Support at **1-800-281-1168** or **support@bridges.com**.

New Choices Planner CT customers receive their Site ID, Password and the Professional Account Access Key by fax or e-mail.

Resubscribing customers can continue to use their previous year's Site ID, Password, Professional Account Access Key and Administrator Code, as Bridges does not change these access codes unless requested.

Check Out Your Professional Development Options

Get the best possible use out of your subscription when you learn how to use your products more effectively. On-site or online, we offer a variety of training options tailored to suit your unique needs.

Learn more about available training at www.bridges.com/pd

Valuable Support and Resources, Right at Your Fingertips

Online Resources

Easily improve Choices Planner CT usage at your site with a variety of online resources available at www.bridges.com/resources

Technical Support

Find quick answers to common questions at www.bridges.com/support

Can't find what you need on our website? Contact our friendly Customer Support team.

Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)

Call **1-800-281-1168** or e-mail support@bridges.com

Career Pro News

Stay informed about the latest career developments. Career Pro News is designed for anyone who wants to stay informed about career-related news, labor market information, conferences, online resources, organizations and more! Go to www.careerpronews.com

Subscribe now and receive Career Pro News in your mailbox each week.

Go to www.bridges.com/subscribe



Choices is a registered trademark of Canada Employment Insurance Commission and is used under license by Bridges Transitions Co. Bridges and designs are trademarks of Bridges Transitions Inc., used under license by Bridges Transitions Co. Copyright © 2009 Bridges Transitions Inc., a Xap Corporation company. All rights reserved.

Call **1-800-281-1168** or visit www.bridges.com

